



Postal Address : P.O. Sibhayi, Sibhayi , 3967

Physical Address: Mseleni Hospital

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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Reference: HRM 4/1/1

Enquiries: Ms JSS Khuzwayo

Date : 2022.05.18

**TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINCIAL ADMINISTRATION  
VACANCIES IN THE DEPARTMENT OF HEALTH: MSELENI HOSPITAL**

**CIRCULAR MINUTE NO: MS/01/2022**

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

**DIRECTIONS TO CANDIDATES:-**

1. The following documents must be submitted:-

(a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department  
**OR** from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za).

(b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

**3. Persons with disabilities should feel free to apply for the post.**

**NB:** (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.

(b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply

**(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)**

**CLOSING DATE FOR APPLICATIONS: 2022.06.03**

**Original signed by CEO**

**MRS. TR SIBISI  
HOSPITAL CEO  
MSELENI HOSPITAL**

## ADVERTISEMENT OF POST

Post	:	Clinical Nurse Practitioner (PHC Stream)
Reference No .	:	MS/01/2022
No. of posts	:	12
Institution	:	Mseleni Hospital
Cost Centre's	:	Mngobokazi Clinic x1, Oqondweni clinic x1, Mbazwana clinic x 2, Hluhluwe clinic x 1, Madonela clinic x1, Ntshongwe clinic x 1, Gateway clinic x 2, Mduku clinic x 2 and Ntshongwe 1
Other Benefits	:	Plus 13 <sup>th</sup> cheque, Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) <b>Plus</b> 12% Rural Allowance

## MINIMUM REQUIREMENTS

### Grade 1: Salary Notch R388 974 per annum

- Senior Certificate (Grade 12) or Equivalent
- Degree / Diploma in General Nursing with Midwifery
- Post Basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC.
- A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- Proof of current registration with SANC as a Professional Nurse (2022).

### Grade 2: Salary Notch R 478 404 per annum

- Senior Certificate (Grade 12) or Equivalent
- Degree/Diploma in General Nursing with Midwifery.
- Minimum of 14 years recognizable experience in nursing after registration as a Professional Nurse with SANC, in General Nursing.
- Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health care accredited with the SANC.
- At least 10 years of the period referred to above must be recognizable
- experience after obtaining the 1 year post basic qualification in the relevant specialty
- Proof of current registration with SANC as a Professional Nurse (2020).

***NB: Certificate of service from previous and current employer endorsed and stamped by HR must be attached.***

## KNOWLEDGE, SKILLS, TRAINING AND COMPETANCES

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Batho Pele Principles, Patient's rights, Nursing Act etc.
- Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills
- Knowledge and experience in implementation of Batho Pele Principles, Patients right's Charter and code of conduct.
- Basic knowledge of Public service regulations.
- Good communication and interpersonal relation skills
- Conflict handling and counseling skills
- Ability to function well with a team
- Decision making and problem solving skills
- Project management skills
- Financial management skills
- Report writing skills

## KEY PERFORMANCE AREAS

- Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting.
- Understanding of challenges facing the Public Health Sector
- Ability to plan and priorities issues and other work related matters and to comply with time frames.
- Ensure provision of Nursing Care through adequate supervision
- Provide nursing care that leads to improved service delivery by maintaining client satisfaction
- Screening diagnosis and treatment of patients
- Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores
- Maintain accurate and complete patients records according to legal requirements
- Assist in compiling and updating of procedural guidelines
- Assist Operational Manager in charge
- Identify areas of improvement, problems etc. and communicate to Operational Manager
- Co-ordinate of services with the institution and other services related to community health (NGO, CBO, CHW)
- Deal with grievances and Labour relations issues in terms of laid down procedures/policies
- Ensure supervision, provision and basic patient's need
- Evaluate and follow up patients during clinic visit
- Promote preventive and promote health for clients.
- Initiate treatment, implementation of programmers and evaluation of patient's clinical conditions
- Attend and participate in doctor's visit.
- Provide Health Education of patients, staff and public.

***Please note that due to financial constrains this institution will not reimburse candidates for S&T claims for attending interviews.***

**ENQUIRIES : Mr. S.J Mbatha**

**TEL : 035 574 1004**

**CLOSING DATE: 2022.06.03**

Applications should be forwarded to: The Assistant Director: HRM  
Mseleni Hospital  
P.O. Sibhayi  
Sibhayi  
3967

**Original signed by CEO**

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**MRS. TR SIBISI  
HOSPITAL CEO  
MSELENI HOSPITAL**